



DAULAT RAM COLLEGE

General Instructions for Applicants (Advertisement for College Non teaching staff positions)

1. All applicants are required to apply online in the prescribed format with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of the submitted information. Applicants are required to fill the application form as available on the College website. **The details regarding qualifications, age and experience, etc. are available on the [College website www.dr.du.ac.in](http://www.dr.du.ac.in) along with this advertisement. The applicants are required to read these details before filling up the form.**
2. Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the University for the Colleges from time to time for the respective post. The post advertised carry UGC/University pay scales plus admissible allowances.
3. Application fees are to be submitted as per details given below:
 - Rs.300/- for UR/OBC/EWS category and Rs.100/- for SC/ST category
 - No application fee will be charged from applicants from PwBD category and Women applicants.
 - Fees once paid will not be refunded under any circumstances.
 - Application forms have to be filled only in online mode, as available on the website of the College along with this advertisement, within the prescribed time limit indicated in the advertisement. No offline forms would be accepted.
 - Payment should be made online only, through credit/debit card/Net Banking.
 - Applicants applying for more than one post/department must apply separately and pay fees separately.
4. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail their problem at the College E-mail ID drcrecruitment@dr.du.ac.in

5. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.

Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable.

In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List for the Other Backward Classes.

If the relevant certificates for respective reserved categories are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.

6. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of interview, if not uploaded with the online application earlier. The NOC should also indicate the vigilance clearance from the parent department.
7. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected. Before applying online, applicants are advised to go through detailed notice available on the website of the College.
8. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the online application and uploading self-certified copies/testimonials.
9. The College further reserves the right to amend the number of posts or not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.

10. The College will verify the antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the College.
11. In case of the any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of offer letter, the College reserves right to modify/withdraw/cancel any communication made to the applicants.
12. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
13. No TA/DA shall be paid to candidates for attending the interview.
14. The last date for submission of the form shall be as specified in the advertisement.
15. Canvassing in any form will be treated as a disqualification.
16. Any dispute regarding the recruitment will fall under the jurisdiction of Delhi.

PRINCIPAL